

**Position:** Group Life: H2H Coordinator for Knoxville Campus

**Reports to:** Discipleship Pastor

**Works Closely with:** Discipleship Pastor, H2H Coaches/Coaching Teams, Group Life Admin Team

**Status:** Part-Time (20 hours per week)

**Role:** To oversee the health and growth of the H2H Ministry and its leadership community including coaching teams (coaches, apprentice coaches) leaders and apprentice leaders.

**Responsibilities:**

- **Leadership Development**
  - Work with discipleship pastor and coaching teams to oversee the health and growth of the H2H leadership community- looking after souls and building up ministry skills
  - Provide support, encouragement, and accountability for leadership community to lead themselves, their apprentices, and their groups effectively
  - Develop, implement and update processes and resources (such as the Apprentice Field Guide) related to leadership development
  
- **Strategic Planning**
  - Work with discipleship pastor and coaching teams to promote the development and expansion of H2H opportunities and new groups
  - Provide brainstorming, troubleshooting, and vision casting for leadership community and their groups to send out new leaders and help launch new groups
  - Develop, implement, revise strategies and resources related to strategic planning
  
- **Networking**
  - Work with discipleship pastor and coaching teams to connect interested people to H2H environments and small groups
  - Provide communication, collaboration, and coordination for leadership community to help interested people to experience and/or join a h2h group
  - Develop, implement, and update processes and resources related to networking.
  - Assist in the creating and completing admin tasks/projects with the group life admin team as delegated by discipleship pastor

**Outcomes:**

- Maintain the existing 15 groups and launch 5 to 10 new groups by Fall 2011
- Double the number of coaching teams and coaches (1 to 2 teams and 3 to 6 coaches) by Fall 2011
- Double the number of apprentice leaders (10 to 20) by Fall 2011
- Identify and begin investing in an apprentice coordinator by Fall 2011
- Plan 6-8 summer connections (July 2011), 2 semester group campaigns (Feb 2011, Oct 2011)

**Qualifications:**

- Extensive experience coaching and leading leaders in the church and/or market place (preferred)
- College work and degree (preferred)
- Tech savvy (incl. organizational and project management skills)
- People savvy (incl. relational and interpersonal communication skills)
- Able to effectively delegate and lead high capacity leaders and teams of leaders

**Expectations:**

- Communicate/collaborate regularly with coordinators, coaching teams, and leaders face-to-face and through tech tools (phone, email, basecamp, website, etc)
- Lead and/or help facilitate 1-on-1's, coaching visits, coaching team huddles (as needed), leadership training huddles (90 minutes) & semi-annual leaders roundtables (half/full day)
- Lead and/or help facilitate connection events (3 hours)
- Understand and champion the culture, vision and values of Richwoods in the group life ministry.
- Commit to the group life leadership covenant, community, and its process.
- Exhibit personal integrity and a growing relationship with Christ.
- Maintain a teachable spirit and a desire to be a life-long learner
- Be a team player, have positive attitude, & servant heart toward others